

**INFORMATION TECHNOLOGY ADVISORY BOARD
MINUTES – JUNE 28, 2005
COMMUNITY COLLEGES BOARD ROOM**

The first meeting of the Information Technology Advisory Board (ITAB) was held June 28, 2005, at 2:00 pm, in the Department of Community Colleges Board Room, Caswell Building, Raleigh, NC. Secretary of Revenue, Norris Tolson, presiding.

The following ITAB members were present:

Bill Albers
Jim Anderson
Anne Bander
Joseph Cooper, Jr.
Renee Martin
Thomas Miller
Dede Ramoneda
Steve Rao

The following ITAB members were absent:

Lee Mandell
John McCann
Robert McMahan

WELCOME

Secretary Tolson welcomed the group and informed them that plans were for this body to meet no more than three-four times a year, or as needed, and that meetings would last no longer than two hours. He reminded them that they were not a policy making group and would neither be creating or approving policy, but rather will function as an advisory board, offering oversight and guidance as needed by the State Chief Information Officer (State CIO) and his staff. There are presently no plans to create any subcommittees of this group. Secretary Tolson will be notifying the members of the dates and times for future ITAB meetings when the schedule is confirmed.

INTRODUCTIONS

Secretary Tolson called upon the members to introduce themselves and give some background information about themselves. He then introduced the State CIO, George Bakolia, who introduced some of his staff members —Deputy State CIO Bill Willis, Information Technology Services (ITS) Chief Financial Officer David Rossi, and ITS Senior Advisor Danny Lineberry. Mr. Bakolia also introduced Jonathan Womer of the Office of State Budget and Management, and said that Mr. Womer plays a critical role in putting a business face on IT for the state.

DUTIES & RESPONSIBILITIES

Secretary Tolson outlined the duties and responsibilities of the ITAB as set out in Senate Bill 991. He mentioned that a copy of that bill may be found on the Web at:

<http://www.ncleg.net/Sessions/2003/Bills/Senate/PDF/S991v5.pdf>.

Secretary Tolson said that SB 991 gave the State CIO clear authority to manage IT for the State and to monitor IT projects. The ITAB's duties include reviewing and commenting on the State Information Technology Plan developed biennially by the State CIO and submitted to the General Assembly. The ITAB also has the authority to review the plans prepared by the executive agencies and to review and comment on the statewide technology initiatives developed by the State CIO.

STATE CIO INITIATIVES

State CIO Bakolia distributed a paper version of his powerpoint presentation entitled "State CIO Initiatives." The presentation defined his role and his statewide responsibilities as State CIO as well as those of his department, Information Technology Services (ITS). Mr. Bakolia explained the importance of the submission of the biennial State Information Technology Plan to the General Assembly by February 1 of each regular session. Mr. Bakolia also spoke about the \$7.5 million appropriated by the General Assembly for the 2004-2005 IT Fund and how \$4.8 million of the fund was appropriated to ITS to meet statewide IT needs. The remainder--\$2.7 million—was appropriated to the State Controller for the Business Infrastructure Project.

Mr. Bakolia said both the House and Senate versions of the 2005-2007 budget included \$34.9 million for the IT Fund for 2005-2006 -- \$13.5 million for ITS and \$20.9 million for the Business Infrastructure Project. Upon approval of the IT Fund for 2005-2006, Mr. Bakolia said he would provide the board with a more detailed budget for the ITS portion of the IT Fund.

Mr. Bakolia said that Senate Bill 991 gave the State CIO responsibility for the approval and management of State IT projects. Projects costing over \$500,000 must receive approval of the State CIO's office, and the State CIO has the discretion to assign project management assistants to any project. An Enterprise Project Management Office has been established at ITS, and more than 30 active projects are presently being monitored with a total estimated 5-year life cycle cost approaching \$500 million. This has offered the benefits of a higher level of support for statewide project management and an earlier identification of potential problems. SB 991 also granted the State CIO more responsibility in the areas of procurement. Mr. Bakolia said that he anticipated additional savings in excess of \$4 million next fiscal year through the use of bulk purchasing of commodity items.

Mr. Bakolia reported that a study of legacy systems conducted by ITS has found that agencies have been very proactive in updating their applications, and only 92 critical applications were found to need remediation over the next two years. He also touched on the advantages of work being done by ITS on portfolio management and the results of a consolidation study mandated by SB 991 that required agencies to study potential areas for consolidation and a statewide approach. Agencies were required to submit IT efficiency recommendations to the State Budget Office in March 2005. Statewide recommendations are due from the State Budget Office by January 2006.

Mr. Bakolia said that a Security Assessment of 27 state agencies was conducted in 2003-2004 to ascertain security strengths and weaknesses. From this study, a statewide approach to security awareness and training, improved risk management and continuity plans, and other security initiatives were recommended to the agencies. This very successful study was the first of its kind done in the country, and ITS received national recognition for its effort. A copy of the study will be made available upon request.

Mr. Bakolia concluded that, thanks to SB 991 and other previous initiatives, the state is making progress. He said he looks forward to working with the ITAB and appreciates their guidance and comments on these ongoing initiatives.

QUESTION & ANSWER SESSION

Following the State CIO's presentation, Secretary Tolson opened the meeting up for discussion and any questions from the group. Secretary Tolson asked the members if there were any particular areas of interest that they would like to have discussed at the next meeting. Some of the responses included:

- A more in-depth discussion on Security and Identity Management (Renee Martin)
- More information on (a) Shared Technical Infrastructure and (b) IT Training--how it is funded, etc. (Jim Anderson)
- A Balanced Scorecard – do you have one you can share with us? (Joseph Cooper)
- More information on how the State is handling outsourcing (Bill Albers)

BYLAWS

Secretary Tolson said that there will be a draft set of bylaws available for review by the ITAB by the next meeting.

OTHER ADMINISTRATIVE MATTERS

David Rossi provided a sheet of reimbursement rules and a reimbursement form so that members may claim per diem, subsistence and travel allowances for their travel to and from ITAB meetings. It was noted that members are not required to submit the forms for reimbursement unless they wish to do so. Secretary Tolson polled the group on their wishes as to meeting either in the morning or afternoon. Morning seemed to be the preference of the majority of the group, but to accommodate those who had further to travel, it was suggested that the meetings not be too early in the morning.

Mr. Bakolia said that he will be pleased to respond to any inquiries or concerns by email to any of the members. Secretary Tolson requested that he be copied on the emails so that he could stay abreast of matters.

NEXT MEETING

The next meeting of the ITAB was tentatively scheduled for October 25, 2005, at 9:00 a.m., at a location to be determined later.

ADJOURN

The meeting adjourned at 3:40 pm.